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Regulations governing appointments in the field...

Washington

1932

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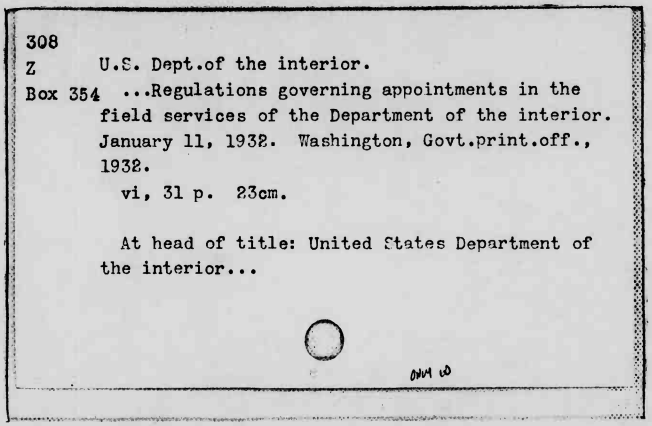

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UNITED STATES
DEPARTMENT OF THE INTERIOR
RAY LYMAN WILBUR, SECRETARY

REGULATIONS

GOVERNING

APPOINTMENTS IN THE FIELD SERVICES

OF THE

DEPARTMENT OF THE INTERIOR

JANUARY 11, 1932

308
Z
Box 354

UNITED STATES
GOVERNMENT PRINTING OFFICE
WASHINGTON : 1932

FOREWORD

DEPARTMENT OF THE INTERIOR,
Washington, D. C.

To the Field Officers:

The personnel of any organization affects fundamentally the success or failure of the enterprise. Greatest effectiveness can be obtained only by efficient management, to which orderly and consistent procedure is an important contributing factor. Uniformity is necessary to protect the rights and interests of the Government and the employee alike, and keeps to a minimum the overhead of administration. To that end the accompanying regulations have been prepared for your guidance in following approved personnel procedure.

Sincerely,

RAY LYMAN WILBUR,
Secretary.

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REGULATIONS GOVERNING APPOINTMENTS IN THE FIELD SERVICES OF THE DEPARTMENT OF THE INTERIOR

WASHINGTON, D. C.

1. The following act was approved by the President June 26, 1930:

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That section 169 of the Revised Statutes, as amended (U. S. C., title 5, sec. 43), is amended to read as follows:

"There is authorized to be employed in each executive department, independent establishment, and the municipal government of the District of Columbia, for services in the District of Columbia or elsewhere, such number of employees, of the various classes recognized by the classification act of 1923, as amended (U. S. C., title 5, ch. 13), as may be appropriated for by Congress from year to year: *Provided*, That the head of any department or independent establishment may delegate to subordinates, under such regulations as he may prescribe, the power to employ such persons for duty in the field services of his department or establishment."

The act of May 22, 1926 (44 Stat. 620) is hereby repealed.

The following regulations are promulgated for the guidance of employing officers in the various field services of this department, to take effect immediately, and in pursuance of the above-quoted act authority is hereby granted to field officers to make emergency employments strictly in compliance with the instructions hereinafter contained. While these regulations supersede all others on the subject, yet they are not in conflict in any material way with those now existing in several of the bureaus, and are issued for the purpose of allowing the field officers certain latitude in the employment of emergency help and of obtaining uniform action throughout all the services. All field officers concerned with personnel matters should read these regulations carefully and become familiar with them.

2. All matters not specifically covered by these regulations shall be governed by the civil service act, rules and regulations, and departmental instructions.

3. Positions in the field service may be divided into five general groups:

GROUP I

4. Positions in Group I are filled from registers maintained in the offices of the Civil Service Commission, Washington, D. C. Certificates for filling such positions will be issued by the commission direct to the Secretary of the Interior. The principal positions falling in this group are those of a professional, scientific, or technical nature, and those requiring special educational qualifications and instructors in the Indian Service.

GROUP II

5. Positions in Group II are filled from registers maintained by the civil-service district managers. In this group are included:

Bookkeepers.
Buffalo keepers, buffalo keepers' assistants.
Clerks, cost keepers.
Draftsmen.
Elevator conductors, messengers, messenger boys and girls.
Mimeograph operators, multigraph operators.
Park rangers (permanent).
Stenographers, storekeepers, storekeepers' assistants.
Telephone operators, timekeepers, typists, and watchmen.
Also for the Indian Service skilled trades positions, such as:
Blacksmiths.
Cabinetmakers, carpenters, engineers (stationary), engineers and sawyers.
Firemen, gardeners, general mechanics, horseshoers, masons.
Millers, nurserymen, painters, plumbers.
Sawyers, shoe and harness makers, tailors.
Wiremen.
Skilled trades and other Group III positions in other services where local boards are not established.

In the National Park Service all positions are filled through the office of the civil-service district manager except, if a local board is available, Group III positions are filled through such board.

GROUP III

6. Group III embraces noneducational or registered positions that are filled from registers established by local boards of examiners. In the absence of a local board, the employments are handled through the office of the district manager. It includes such positions as the following:

Supervisors of ditches.
Superintendents of construction, irrigation, reservoir, or grading.
Water masters, recorders of water records.
Inspectors, including inspectors of earthwork, masonry, concrete, etc.
Foremen, including master laborers, master workmen, master carpenters, corral bosses, etc.
Chiefs of field parties, surveymen, including instrumentmen, transitmen, levelmen, rodmen, chainmen, recorders, etc.
Carpenters, blacksmiths, masons, machinists, and other journeymen mechanics.
All employees performing special duties such as appraisers, concrete finishers, cranemen, dam and headgate tenders, dredge engineers, ditch riders, drillers, engine men, line men, powder men, riggers, steam-shovel engineers, locomotive engineers, firemen, etc.
Tool keepers, guards.

7. Local boards have been established in the Indian Irrigation Service, the Bureau of Reclamation and the National Park Service at the following-named headquarters. (For duties and qualifications of local boards see paragraphs 18–24.)

Indian Irrigation Service (office of the supervising engineer)

Coolidge, Ariz.	Albuquerque, N. Mex.	Yuma, Ariz.
Los Angeles, Calif.	Salt Lake City, Utah.	Orland, Calif.
Billings, Mont.	Yakima, Wash.	Denver, Colo.

Bureau of Reclamation

Grand Junction, Colo.	Klamath Falls, Oreg.	Yakima, Wash.
Boise, Idaho.	Owyhee, Oreg.	Guernsey, Wyo.
Burley, Idaho.	Vale, Oreg.	Riverton, Wyo.
Fairfield, Mont.	Newell, S. Dak.	Powell, Wyo.
Malta, Mont.	El Paso, Tex.	
Las Vegas, Nev.	Ellensburg, Wash.	

National Park Service

Grand Canyon National Park, Ariz.	Glacier National Park (Belton, Mont.).
Sequoia and General Grant National Parks, Calif.	Yellowstone National Park, Wyo.
Yosemite National Park, Calif.	

8. In the absence of a local board, Group III positions will be handled through the office of the district manager in the same manner as positions in Group II.

GROUP IV

9. Group IV includes positions (other than unskilled laborers) which may be filled without competitive examination. These positions may be filled in accordance with the civil-service rules, from eligible registers if available, and the employees will have a classified status.

Schedule A, Civil-Service Rules, Subdivision I, paragraph—

3. All persons appointed by the President without confirmation by the Senate.
6. Any person receiving for his personal salary compensation aggregating not more than $540 per annum whose duties require only a portion of his time or whose services are needed for very brief periods at intervals, provided that employment under this provision shall not be for job work such as contemplated in section 4, Rule VIII * * *.
7. Any person employed in a foreign country, or in the island of Guam, or in the island of Samoa, or in the Virgin Islands, when in the opinion of the Civil Service Commission it is not practicable to treat the position as in the competitive classified service; but this exception shall not apply to any person employed in a foreign country contiguous to the United States in the service of the Bureau of Immigration, Department of Labor.
9. All positions in Alaska which can not be filled from appropriate existing registers. * * *
12. Mechanics and skilled tradesmen or laborers, employed upon construction or repair work in the field service, under such restrictive conditions that, in the opinion of the commission, they can not as a class, be appointed from registers of eligibles. (Applies to all field services. Where local registers contain available eligibles they should be considered. Appointments made under this authority shall not continue beyond six months unless specifically authorized by the district manager.)
13. Cooks, when in the opinion of the commission it is not expedient to make appointment upon competitve examination. (Applies only to Bureau of Reclamation, National Park Service, and Indian Service. Bakers are considered cooks and considered as excepted in these services.)

Schedule A, Civil-Service Rules, Subdivision VIII, paragraph—

4. Temporary clerks employed in the United States local land offices to reduce testimony to writing in contest cases, not paid from Government funds.
5. In the Indian Service at large:
(*a*) Indians employed as guidance and placement officers, advisers (boys), formerly disciplinarians; and in minor positions such as judge, chief of police, private, interpreter, assistant, and weaver. (In the irrigation service the following are considered as coming under "minor

positions": Blacksmith, skilled; carpenter; chainman; concrete finisher; cranesman; ditch rider, either with horses or auto; electrical assistant; fireman; fireman, steam shovel; foreman, sub; garage man; gate tender; junior operator, power house; junior operator, drag line; laborer, skilled; lineman; motor-truck driver; motor-truck driver, mechanic; operator, pumping station; operator, pump; operator, substation; operator, tractor; patrolman, line; powder man; recorder, water records; rodman; water master, assistant; water master, assistant, with horses; watchman; instructor of pottery in the Indian Service is also considered a minor position.)

(*b*) Special commissioners to negotiate with Indians; as the necessity for their employment may arise.

(*c*) One financial clerk at each Indian agency to act as agent during the absence or disability of the agent.

(*d*) Physicians and dentists employed in the Indian Service and receiving not more than $1,200 per annum salary, who may lawfully perform their official duties in connection with their private practice; such employment, however, to be subject to the approval of the commission.

(*e*) Superintendents of livestock, stockmen, stock detectives, and line riders.

(*f*) Special officers to assist in the suppression of the liquor traffic in the Indian Service and among the natives in Alaska.

(*g*) Superintendent of Indian Insane Asylum, Canton, S. Dak.

(*h*) All employees of the Neopit Lumber Mills on the Menominee Indian Reservation in Wisconsin.

(*i*) Attendants employed at hospitals and sanatoria under duties of practical nurse, matron, assistant matron, female laborer, assistant, laundress, seamstress, housekeeper, and laborers working inside in connection with cleaning and the care of patients, when, in the opinino of the commission it is not expedient to make appointment upon competitive examination.

(*j*) Agricultural extension agents and home demonstration agents employed in field positions in the Indian Service, the work of which is financed jointly by the Indian Service and cooperating persons or organizations outside the Federal service. Appointments hereunder may be made only where the employment of a full-time agent is not justified.

11. Six special agents of the General Land Office to investigate fraudulent entries and other matters of a criminal nature.

12. Consulting engineers, geologists, and economists on reclamation work in agriculture.

10. Under general authority of the Civil Service Commission, in pursuance of Rule VIII—

Temporary field assistants with surveying parties, fire patrols, etc.
Seasonal park rangers.

11. Schedule B, Civil Service Rules, Subdivision I, positions which may be filled upon noncompetitive examinations.

3. Any competitive position at an Indian school when filled by the wife of a competitive employee at that school.

GROUP V

Unskilled Laborers

12. Unskilled laborers are not appointed under the civil service rules, but under the regulations for appointment of unclassified laborers. They do not acquire a classified status when appointed from an unskilled laborer register. Under the designation of unskilled laborer, it is permissible to appoint axmen, boatmen, derrickmen, dishwashers, hostlers, janitors, kitchen helpers, laundresses, teamsters, waiters, and others whose duties are clearly of an unskilled nature. If any definite degree of mechanical skill or special training is required for the performance of the duties of the position, the designation of "unskilled laborer" is not appropriate and the position should be filled from a classified register of appropriate designation.

13. The labor regulations apply to the following cities, and field offices located therein must fill the positions of unskilled laborer by registers maintained by the district manager as for any other employment:

Atlanta, Ga.	Kansas City, Kans.	Philadelphia, Pa.
Baltimore, Md.	Kansas City, Mo.	Pittsburgh, Pa.
Boston, Mass.	Los Angeles, Calif.	Portland, Me.
Brooklyn, N. Y.	Louisville, Ky.	Portland, Oreg.
Buffalo, N. Y.	Milwaukee, Wis.	Providence, R. I.
Chicago, Ill.	Minneapolis, Minn.	St. Louis, Mo.
Cincinnati, Ohio.	Newark, N. J.	St. Paul, Minn.
Cleveland, Ohio.	New Orleans, La.	San Antonio, Tex.
Columbus, Ohio.	Newport News, Va. (and vicinity).	San Francisco, Calif.
Covington, Ky.	New York, N. Y.	Seattle, Wash.
Denver, Colo.	Norfolk, Va.	Toledo, Ohio.
Detroit, Mich.	Oakland, Calif.	Washington, D. C.
Indianapolis, Ind.	Omaha, Nebr.	
Jeffersonville, Ind.		

The labor regulations have also been extended to the National Park Service at Hot Springs, Ark. Until the labor regulations are made applicable to the places of employment, unskilled laborers may be appointed without regard to registers.

Appointing Officers

14. The Secretary will appoint to the following-named positions:

a. All educational (administrative, professional, scientific and technical, clerical, etc.), whether permanent or temporary. See Groups I and II.

b. The following-named higher grade registered positions where local boards are established, whether permanent or temporary, covered by field allocation: Superintendents of construction, chiefs of field parties, inspectors, reservoir superintendents, and any analogous positions. See Group III.

c. Other positions covered by field allocation for which registers are maintained by the district managers, whether permanent or temporary. See Group II.

d. All other permanent positions, including unskilled laborers (except minor positions at Indian schools and agencies, as outlined in paragraph 15c). See Groups IV and V.

See paragraph 52 regarding emergency employments.

15. Employments to be made by field officers—

a. Lower grade registered positions, temporary or seasonal, where local boards are established, such as transitmen, instrumentmen, levelmen, plane-tablemen, chainmen, rodmen, linemen, ditch riders, foremen, machinists, journeymen mechanics, etc. Maximum rates to be approved in advance by the Secretary. See Group III.

b. Unskilled laborers, except permanent. Maximum rates to be approved in advance by the Secretary. See Group V.

c. Minor positions at Indian schools and agencies (usually filled by Indians) such as unskilled laborers, lineriders Indian assistants, judges, privates, chiefs of police, interpreters, weavers, attendants,

at hospitals and sanatoria, etc.; and employments on the "irregular" roll for construction and repair works, authorized by the bureau, of unskilled laborers, and mechanics, and skilled tradesmen and skilled laborers under the provisions of Schedule A, subdivision 1, paragraph 12 of Civil-Service Rules. Noneducational positions in the Indian Service, Alaska (such as orderlies, cooks, janitors, carpenters, laborers, policemen). See Group IV.

d. Lower grade temporary or seasonal noneducational positions (see paragraph "*a*" above) at national parks where local boards are not established, employed under the provisions of Schedule A, subdivision 1, paragraph 12, of Civil-Service Rules. See Group IV.

e. Temporary or seasonal field assistants with surveying parties, and fire patrols, in the General Land Office and Geological Survey. See Group IV.

f. Noneducational positions on boats operating in and to Alaska (such as seamen, cabin boys, oilers, etc.). See Group IV.

g. All employees of the Alaska Railroad, except such administrative positions as the Secretary may wish to fill. See Group IV.

District Managers

16. The headquarters of district managers and the States in their districts are as follows:

First district.—Headquarters, customhouse, Boston, Mass.; Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, and Connecticut.

Second district.—Headquarters, customhouse, New York, N. Y.; New York and the counties of Bergen, Essex, Hudson, Middlesex, Monmouth, Morris, Passaic, Sussex, and Union, in the State of New Jersey.

Third district.—Headquarters, post office, Philadelphia, Pa.; Pennsylvania, Delaware, and the counties of Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Hunterdon, Mercer, Ocean, Salem, Somerset, and Warren, in the State of New Jersey.

Fourth district.—Headquarters, Old Patent Office Building, Washington, D. C.; Maryland, West Virginia, Virginia, North Carolina, and the District of Columbia.

Fifth district.—Headquarters, post office, Atlanta, Ga.; South Carolina, Georgia, Alabama, Florida, Mississippi, and Tennessee.

Sixth district.—Headquarters, post office, Cincinnati, Ohio; Ohio, Indiana, and Kentucky.

Seventh district.—Headquarters, Federal Building, Chicago, Ill.; Wisconsin, Michigan, and the counties of Boone, Bureau, Carroll, Cook, De Kalb, Du Page, Ford, Grundy, Henderson, Henry, Iroquois, Joe Daviess, Kane, Kankakee, Kendall, Knox, Lake, La Salle, Lee, Livingston, McHenry, Marshall, Mercer, Ogle, Peoria, Putnam, Rock Island, Stark, Stephenson, Warren, Whiteside, Will, Winnebago, and Woodford, in the State of Illinois.

Eighth district.—Headquarters, post office, St. Paul, Minn.; Minnesota, North Dakota, South Dakota, Nebraska, and Iowa.

Ninth district.—Headquarters, old customhouse, St. Louis, Mo.; Kansas, Missouri, Arkansas, Oklahoma, and the counties of Adams, Alexander, Bond, Brown, Calhoun, Cass, Champaign, Christian, Clark, Clay, Clinton, Coles, Crawford, Cumberland, DeWitt, Douglas, Edgar, Edwards, Effingham, Fayette, Franklin, Fulton, Gallatin, Greene, Hamilton, Hancock, Hardin, Jackson, Jasper, Jefferson Jersey, Johnson, Lawrence, Logan, McDonough, McLean, Macon, Macoupin, Madison, Marion, Mason, Massac, Menard, Monroe, Montgomery, Morgan, Moultrie, Perry, Piatt, Pike, Pope, Pulaski, Randolph, Richland, St. Clair, Saline, Sangamon, Schuyler, Scott, Shelby, Tazewell, Union, Vermilion, Wabash, Washington, Wayne, White, and Williamson in the State of Illinois.

Tenth district.—Headquarters, customhouse, 423 Canal Street, New Orleans, La.; Louisiana and Texas.

Eleventh district.—Headquarters, post office, Seattle, Wash.; Washington, Oregon, Idaho, Montana, and Alaska.

Twelfth district.—Headquarters, post office, San Francisco, Calif.; California, Nevada, Arizona, and Hawaii. That portion of the Indian Irrigation Service in the fifth irrigation district in the State of Arizona is considered a part of the thirteenth civil service district.

Thirteenth district.—Headquarters, post office, Denver, Colo.; Colorado, New Mexico, Utah, Wyoming (including Yellowstone National Park), and the Indian Irrigation Service, fifth irrigation district, in the State of Arizona.

17. The commission is represented in Porto Rico by the chairman, Porto Rican Civil Service Commission, San Juan; in the Canal Zone by the secretary of the Board of United States Civil Service Examiners, Balboa Heights; and in the Philippine Islands by the director of civil service, Manila.

Local Board of Examiners

18. There shall be a local board where, in the opinion of the Civil Service Commission, the number of employees is sufficient to require it.

19. Each local board shall comprise a secretary and one or more members, serving under the department field officer, together with the district manager of the commission. All local members of the board shall be nominated to the commission by the district manager after considering the recommendation of the field officer.

20. Each board shall be under the direct and sole control of the commission with respect to all matters pertaining to the administration of the civil service act and rules, and shall, so far as practicable, function as the employment office of the field activity at which it is located. The district manager shall have full power and authority to advise, counsel, and instruct the members of the board in all matters relating to the administration of the civil service act and rules. In the absence of the district manager, his representative shall serve as a member of the board.

21. The members of the local board shall perform such duties as the commission may direct in connection with the execution of the civil service act and rules and these regulations. Such duties shall be part of the duties of the positions in which they are serving, and time shall be allowed therefor during office hours.

22. The duties shall include—

(*a*) Distribution of application blanks and circulars of information.

(*b*) Acceptance of applications for noneducational positions.

(*c*) Holding examinations and rating examination papers.
(*d*) Establishing registers of eligibles for noneducational positions.
(*e*) Such other work as the commission may direct in connection with the development of sources of labor supply, the investigation of violations of these regulations, or other matters within the jurisdiction of the commission.
(*f*) Assistance in employment matters to the field officer, when requested.

23. In connection with his other duties as a member of the board the local secretary shall keep the records of the board and conduct such correspondence as may be required. In his absence a member of the board shall perform his duties.

24. In the performance of their duties the local board members shall serve under the supervision of the district manager and shall act as his assistants on the board.

Request for Eligibles

PERMANENT POSITIONS—GROUP I

25. When a vacancy occurs or is contemplated in a permanent position not under the district system, and it is deemed necessary that it be filled, recommendation preferably on Form 1–612 should be made promptly to the head of the bureau, giving all the information called for on the form. The recommendation should set out in full the reason and necessity for filling the position and not merely the conclusion that it should be filled; and whether the duties are the same as those of the former incumbent, and, if not, a detailed statement as to the qualifications necessary to the satisfactory performance of the duties should also be furnished. This is important, as it makes it possible for the Civil Service Commission to make an intelligent selection of registers and enables the department to give the commission satisfactory reasons for the rejection of eligibles on its certificates, if none with the requisite qualifications is on the list.

26. If the request covers a new position, reasons should be set out in detail as to the need for an additional employee; and when required by the bureau the request should be accompanied by a job sheet (Personnel Classification Board Form, No. 4) in duplicate, giving the information on which proper allocation of the position may be based, especially a full and explicit description of duties and reference to similar positions, if any.

27. Unless there is some one available for transfer or reinstatement, request will be made by the department on the Civil Service Commission, Washington, D. C., and selection made by the bureau in Washington. Where advisable examination papers will be sent to the field for consideration by the field officer and for his recommendation.

PERMANENT POSITIONS—GROUPS II AND III

28. If the position is one under the district manager, and if the bureau has authorized the field official to make selection to fill it, request should be made to the district manager, stating fully the type of eligibles desired and training and experience necessary to fill the position. The salary given should be the minimum of the grade to which the position has been allocated. The bureau will consider filling the vacancy by transfer or reinstatement before authorizing appointment from the register. In the Indian Service when there is a vacancy or prospective vacancy in a regularly authorized position, the field officer shall, without awaiting authorization from the bureau, make request upon the district manager for eligibles, send out letters to the eligibles asking if they would accept if tendered the position, make selection, and recommend to the bureau the appointment of the eligible selected. He must, however, in sending out the letters make it clear to the eligible that such action does not constitute a guaranty of appointment and that no arrangements for acceptance should be made until he receives further notice.

29. If the position is a registered one, for which eligibles are maintained by a local board, the field officer should request that board to furnish him with the names of persons entitled to consideration. Where the position has been allocated, the salary given should be the minimum of the grade; otherwise, prevailing rates in the locality shall govern, but in no case shall the rate exceed any maximum authorized by the Secretary.

PERMANENT POSITIONS—GROUPS IV AND V

30. If the position is one not filled from eligible registers, request for appointment of a qualified person, preferably on Form 1–612, should be sent direct to the bureau. (See par. 48.)

TEMPORARY POSITIONS—JOB EMPLOYMENT (NOT EMERGENCY). SEE PARAGRAPH 56

31. When there is necessity for a temporary employee for work which is not of a permanent character, recommendation, preferably on Form 1–612, should be made to the bureau, if for a position filled from certificates issued by the Civil Service Commission at Washington, setting out the necessity in full, the qualifications necessary, and the probable duration of the job. When required by the bureau this should be accompanied by a job sheet (Personnel Classification Board Form No. 4), in duplicate, describing in detail the duties to be performed, and making recommendation as to the proper grade and salary range. Temporary appointments will generally be made at the minimum of the grade, unless there are some unusual reasons as to why a higher or lower salary should be paid, which should be fully explained in making the request.

32. If the position is one under the district manager, and if the bureau has authorized the field officer to make selection to fill it, request for eligibles should be made to the district manager, stating fully the type of eligible desired, training and experience necessary, needs of the position, and probable duration of the job. Such request should be made at the minimum of the classification grade, unless there are unusual reasons for departure therefrom. If the position, or one of the same character, has not already been allocated, the minimum of the grade deemed to cover the duties of the position should be given. The grade will have to be passed upon by the de-

partment before appointment is actually made, however, when the request for appointment is received in Washington.

33. If the position is a registered one for which eligibles are maintained by a local board, selection will be made from the list furnished by the board under the conditions outlined in the next preceding paragraph. Employments by field officers shall not exceed the rates prevailing in the locality nor shall they exceed the maximum rates approved by the department.

34. If the position falls under Group IV or Group V, and if appointment thereto is made by the secretary without reference to registers of eligibles, request for appointment of a qualified person, preferably on Form 1–612, should be sent direct to the bureau. (See "Request for appointments," par. 48.) Employments made by field officers shall not exceed the rates prevailing in the locality nor shall they exceed any maximum rates approved by the department.

35. Temporary job appointments are limited to three months by the civil-service rules and may not be extended without specific authority. Where original appointment is made by the department, any extension thereof must be authorized by the department and the Civil Service Commission. If the original appointment has been authorized by the district manager, any extension thereof must be authorized by him. The request for authority for extending a temporary job appointment should contain a full and complete statement as to the necessity for extension and a definite statement as to the actual date when the appointment will be terminated.

36. The civil-service rules provide that temporary appointments to all competitive positions, whether pending permanent appointment or for job employment, shall be made from registers when they exist.

Selection of Eligibles

37. In response to requests for eligibles (see pars. 25–29) the Civil Service Commission, the district manager, or the local board of civil-service examiners, as the case may be, will furnish certificates of eligibles, or in the absence of eligibles will grant authority for temporary appointment "pending establishment of register" if the position is permanent, or, if for job employment, for the duration of the job. (See section regarding emergency employment, pars. 52–61.)

38. Selections from certificates must be in accordance with civil-service rules, which provide that the nominating or appointing officer shall make selection for the first vacancy from not more than the highest three names certified, or on the register, with sole reference to merit and fitness, unless objection shall be made and sustained by the commission to one or more of the persons certified (see par. 39); selection for the second vacancy from not more than the highest three remaining; and so on. An eligible considered in connection with three *actual* appointments may be passed over and eliminated in making future selections.

39. The selection of an eligible is a matter for the judgment of the employing officer, and if for any good reason the officer in charge does not feel that the eligible list certified contains persons qualified for the work, the certificate should be returned with due explanation, and if the explanation is satisfactory to the Civil Service Commission, or to its district manager, a second certificate will be issued or authority granted to appoint pending examination.

40. The following reasons are sufficient for passing over any eligible (see sec. 4, Rule V, Civil-Service Rules):

(*a*) Dismissal from the service for delinquency or misconduct within one year next preceding the date of his application.

(*b*) Physical or mental unfitness for the position for which he applies.

(*c*) Criminal, infamous, dishonest, immoral, or notoriously disgraceful conduct.

(*d*) Intentionally making a false statement in any material fact, or practicing any deception or fraud in securing examination, registration, certification, or appointment.

(*e*) Refusal to furnish testimony as required by Rule XIV.

(*f*) The habitual use of intoxicating beverages to excess.

(*g*) Where there are already two members of the applicant's family in the public service in the grades covered by the civil service act.

Any of the last six foregoing disqualifications shall also be good cause for removal from the service.

41. Examination papers of eligibles are confidential and should be available only to officers in charge interested in selection for appointment.

42. An appointing officer who passes over a veteran eligible and selects a nonveteran, is required to place in the records of the department and the Civil Service Commission his reasons for so doing. If a field officer passes over a veteran in such a case, proper explanation shall be made on the request for appointment from the certificate, Form 1–612, for the records. Veterans are released from all age limitations except that they must not have reached the age of retirement.

43. Wherever possible, Indians who are available and are qualified shall be given preference in appointment in the Indian Service. This is required by several provisions of law. Attention is also invited to the following provisions relating to Indian preference:

Hereafter, no Indian shall be appointed to a classified position unless reached for certification upon competitive examination, except as herein provided, but Indians shall be preferred in certification for appointment to positions in the Indian Field Service when the departent shall so request. To facilitate such preference, the commission shall maintain in the central office a roster of all Indian eligibles, from which roster certification shall be made, upon request by the department in the order of their ratings. (Ex. order, 8–14–28.)

Only those Indians who are registered at some Indian agency shall be given the preference provided for in the Executive order above mentioned. (Minute of commission, 4–17–29.)

The Department of the Interior will be informed that the commission will interpose no objection to the maintenance of Indian registers by local boards and certification therefrom to local positions, but that the commission will require a copy of these Indian registers for use in its central office. (Minute of commission, 12–30–29.)

44. As soon as the selections are completed the original of the certificate should be sent to the bureau through the district manager with recommendation for appointment. One copy should be returned to the district manager with examination papers (except those of the person or persons selected) and with report thereon.

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The disposition of each eligible on the certificate should be indicated opposite his or her name by the proper key term, as "A" for appointed, "C" for considered and not selected, "D" for declined (the declinations to be returned to the district manager with certificate), "FR" for failed to respond within reasonable time to inquiry or notice concerning appointment. Letters returned undelivered shall, with envelope, accompany the report on the certificate. The papers of the person or persons selected should be held until entrance upon duty in order that the photograph may be compared with appointee and returned with the "Declaration of Appointee."

45. If it is not possible to select an eligible from the certificate in reporting thereon reasons in full shall be given why eligibles are not available, and letters of declinations, etc., and all papers forwarded with the certificate. Request should at the same time be made for further certification. If for any reason no further certification is desired, a statement shall be made as to what disposition has been made of the vacancy.

46. All certificates of eligibles shall be disposed of as soon as possible and in any event within 30 days after receipt. If none of the eligibles is available or satisfactory, the employment of the temporary appointee may continue only for such period of time as may be necessary to make selection from another certificate.

47. If any emergency employment or field agreement has been made, pending selection of an eligible from a certificate, action shall be taken to select one of the eligibles immediately upon receipt of the certificate.

Requests for Appointment

48. After selection has been made, all requests for secretary's appointments should be made, preferably on Form 1–612, setting out the justification in full. If for a temporary job appointment, duration of service should be shown in terms of months, as 1 month, 2 months, 3 months. Be sure that the name is correctly shown and that the pay roll corresponds thereto, to avoid needless exceptions to accounts. For positions filled from certificates issued by the Civil Service Commission at Washington, the original and one copy of the request for appointment should be sent to the bureau, where selection is made in the field. For positions under the district manager, the original and one copy shall be sent through the district manager, which he will approve if selection is regular and forward to the bureau. For positions under local boards, appointed to by the Secretary, the request for appointment, original and one copy, shall be sent through the local board. For positions appointed to by the Secretary under Group IV and Group V where labor regulations do not apply, the request for appointment, original and one copy, shall be sent to the bureau.

49. If the Civil Service Commission, the district manager, or the local board, as the case may be, has no eligibles and has authorized temporary appointment, the field officer may employ any qualified person on field-agreement form, or continue such agreement if it has already been executed in an emergency. Field officers should, if possible, select persons who have at least the minimum qualifications

and who should be able to pass the competitive examinations which may be later announced to fill the vacancy.

50. If the Civil Service Commission has no eligibles for a position in a professional, scientific, or technical class handled by the commission in Washington (except physicians, nurses, and instructors in the Indian field service) request for appointment must be accompanied by Form 375 of the Civil Service Commission, showing the experience and qualifications of the individual it is proposed to employ. (See par. 61.) Qualifications on this form must in every way conform to those on the request for eligibles. Form 375 confers no permanent civil-service status when used in such appointments pending the establishment of register, and temporary employees obtained in this way must later compete through regular civil-service examination for probational appointment if they expect to be considered for retention in the position.

51. When required by the bureau, requests for new appointments, or appointments to positions not already allocated, must be accompanied by job sheet (Personnel Classification Board Form No. 4) in duplicate, describing in full the duties to be performed. This must show the duties actually performed or to be performed and not a so-called "ideal" job.

Emergency Employments in Positions Appointed to by the Secretary (Field Agreements)

[Not to be used in the Geological Survey or in the General Land Office without prior specific authority from the head of the bureau]

52. If there is an emergency necessitating immediate employment, field agreement, Form 1–325 may be used, which should be sent *immediately* to the bureau, through the district manager of the local board, if in Groups II or III, for approval. (See pars. 5 and 6.) In each case such agreement must be accompanied by a clear statement from the officer in charge in the field showing reasons (not conclusions) why it was not possible to wait for the regular Secretary's appointment to be issued. These reasons must be genuine; if it appears that the authority herein conveyed is abused, such authority will be revoked.

53. Field agreements should not be used for the reassignment of permanent employees already in the service. They may be assigned temporarily to other duties, but no change can be made in title or salary without prior approval of the Secretary.

54. Employment under field agreement should be limited to the shortest possible period of time.

55. In permanent positions already created by the Secretary of the Interior the employment under field agreement will be allowed to continue, unless such continuance is disapproved by the Secretary, when necessary, pending permanent filling of the place, provided the field agreement was forwarded immediately at the time of appointment through proper channels. *No emergency employment can be approved pending permanent appointment unless the position shall have been created by the Secretary of the Interior.* Selection for *emergency* employment under such field agreement may be made of any available qualified person without the prior approval of the

Civil Service Commission or of the district manager, but if time permits, prior authority shall be secured. Steps shall be taken immediately by the field officer or by the bureau toward filling the vacancy permanently. (See pars. 25 and 28.)

56. Emergency field agreement for temporary job employment, as distinguished from temporary employment in a permanent established position, will be approved for a short period only, and is not authorized in any case except where some grave emergency makes an additional temporary position imperative. General advance approval is given for 30 days only by the Secretary of the Interior, further continuance being subject to specific approval. When it is known that a job will last as long as three months and it has been necessary to make an emergency appointment, the agreement shall be accompanied by a request for a regular Secretary's appointment on Form 1–612 (see pars. 31–36), to be effective upon approval, terminating the field agreement, routed through the district manager if the position is under his jurisdiction. Such temporary employments may be made without regard to eligible registers and without prior approval of the commission or the district manager only when the nature of the emergency does not permit the securing of a certificate or such prior authority. If there are some unusual circumstances, the Secretary may authorize an extension of the field agreement employment, but all extensions must have his prior approval and be authorized by the Civil Service Commission or the district manager if subject to civil-service rules.

57. The field-agreement form should be prepared in quadruplicate, one copy retained in the office where employment is made, one copy given to the employee, and two forwarded to the bureau, the original through the district manager if in a position under his jurisdiction.

58. When a field-agreement employment is terminated for any reason—by voluntary separation, by reason of a permanent employee entering on duty, etc.—a notice of the last day of service shall be forwarded promptly to the department on Form 1–612, or by letter. Separate notice of termination shall not be required when the last day of service of a particular temporary is shown on the field agreement of the temporary who succeeds him. In positions coming under the jurisdiction of the civil-service district manager the notice of termination shall be forwarded through his office.

59. Where employment is made in a position which has already been allocated, such employment shall not exceed the minimum salary of the grade unless authorized by the Secretary. Where the employment is in a position which has not been allocated, the officer in charge shall determine from the classification of similar positions under his supervision so far as possible the grade corresponding to the duties and responsibilities involved, and the rate of pay shall not exceed the minimum of the grade. Since in an emergency it is not always possible to secure the service of a fully qualified person for a temporary period, general authority is given in such cases to employ temporarily at less than the minimum rate pending the filling of any established position, under the provisions of the six preceding paragraphs, such temporary employment being excepted from allocation to grade and salary range. If employment is in a position not covered by classification, the prevailing rate in

the locality shall govern, but in no case shall it exceed any maximum authorized by the Secretary of the Interior.

60. As temporary appointments or employments in professional, scientific, and technical positions (except physicians, nurses, and instructors in the Indian Service) for other than jobs lasting not longer than 30 days are subject to approval by the Civil Service Commission of the qualifications of the person selected, it is not advisable to place such employees on duty under field agreement. It may be done in an emergency but no definite promise of extended employment should be made. If a job will not last for more than 30 days and if there is real emergency, a professional, scientific, or technical employment on field agreement may be made, if there is no need for a permanent appointee.

61. All field agreements are subject to confirmation by the Secretary. It is not contemplated that formal notice of confirmation will be given, but in case of disapproval field officers will be promptly notified thereof and will discontinue immediately further service and pay.

Allocations to Grades and Salary Ranges: Allowances

62. The provisions of the classification act have been applied to the field so far as practicable, and all positions comparable to those in the District of Columbia, except certain temporary and seasonal positions, the duties of which are to perform or assist in apprentice, helper, or journeyman work in a recognized trade or craft, and skilled and semiskilled laborers, have been allocated to grades carrying salary ranges corresponding to those covering similar duties in the District of Columbia.

63. New permanent appointments, including reinstatements, must be made at the minimum of the grade unless there are some exceptional and unusual conditions which make a higher salary advisable, which departure must be fully explained and have the prior approval of the Secretary.

64. Organization lists will be submitted prior to each fiscal year for the approval of maximum rates by the Secretary, covering those positions in which field officers are authorized to make employment, in the Bureau of Reclamation, National Park Service, and Indian Irrigation Service. The maximum rates established may not be exceeded without the approval of the Secretary, and in no case shall a higher rate than that prevailing in the locality be paid. For the present, such organization lists will not be required for positions in the Alaska Service and the "irregular" roll for construction and repair work in the Indian Service, and field assistants in the Geological Survey and General Land Office, but a higher rate than that prevailing in the locality shall not be paid.

65. Appointments to fill vacancies will carry the same grade as the previous incumbent if the duties are the same. They will not necessarily carry the same salary, as new employees will be brought in at the minimum rate of the grade.

66. If there has been any material change in the position, either by lessening of duties or by assignment of additional duties, a report should be made to the bureau. Recommendations for changes in grade should preferably be made on Form 1–612, accompanied by

the job sheet in duplicate fully describing the new duties, when required by the bureau, unless filling a vacant position already allocated. If the field officer deems it advisable to try out an employee on new duties before recommending reallocation or change of grade, the employee may be assigned to the new duties for a period of 120 days before submitting a recommendation for reallocation. Reallocation should not be recommended when an employee is temporarily assigned to other work.

67. Titles of positions should conform so far as practicable to those used in the departmental service in Washington. Job descriptions are required by the department for all new positions and when there is a material change in the duties of any position. Field officers will be governed by bureau instructions as to submission of job sheets.

68. Following is a schedule of grades and salary rates, showing the corresponding grades in the departmental service:

SCHEDULE OF ANNUAL SALARY RATES

FCS grades	A	B	C	D	E	F	G	Classification grades			
								CAF	CU	P and S	SP
2	$600	$600	$660	$720	$780	$840	$840		1		
3	1,080	1,140	1,200	1,260	1,320	1,380	1,380		2		
4	1,200	1,260	1,320	1,380	1,440	1,500	1,500		3		
	1,020	1,080	1,140	1,200	1,260	1,320	1,380				
5	1,320	1,380	1,440	1,500	1,560	1,620	1,680		4		1
	1,260	1,320	1,380	1,440	1,500	1,560	1,620	1			2
6	1,500	1,560	1,620	1,680	1,740	1,800	1,860		5		
	1,440	1,500	1,560	1,620	1,680	1,740	1,800	2			3
7	1,680	1,740	1,800	1,860	1,920	1,980	2,040		6		
	1,620	1,680	1,740	1,800	1,860	1,920	1,980	3			4
8	1,860	1,920	1,980	2,040	2,100	2,200	2,300		7		
	1,800	1,860	1,920	1,980	2,040	2,100	2,160	4			5
9	2,000	2,100	2,200	2,300	2,400	2,500	2,600	5	8	1	6
10	2,300	2,400	2,500	2,600	2,700	2,800	2,900	6	9		7
11	2,600	2,700	2,800	2,900	3,000	3,100	3,200	7	10	2	8
12	2,900	3,000	3,100	3,200	3,300	3,400	3,500	8			
13	3,200	3,300	3,400	3,500	3,600	3,700	3,800	9		3	
14	3,500	3,600	3,700	3,800	3,900	4,000	4,100	10			
15	3,800	3,800	4,000	4,200	4,400	4,600	4,600	11		4	
16	4,600	4,600	4,800	5,000	5,200	5,400	5,400	12		5	
17	5,600	5,800	6,000	6,200	6,400			13		6	
18	6,500	7,000	7,500					14		7	
19	8,000	8,500	9,000					15		8	
20	Over.	9,000						16		9	

FCS=Field classification schedule.
CAF=Clerical, administrative, and fiscal service.
CU=Custodial service.
P and S=Professional and scientific service.
SP=Subprofessional service.

69. Section 3 of the act of March 5, 1928 (45 Stat. 193) provides as follows:

SEC. 3. The head of an executive department or independent establishment, where, in his judgment, conditions of employment require it, may continue to furnish civilians employed in the field service with quarters, heat, light, household equipment, subsistence, and laundry service; and appropriations for the fiscal year 1929 and thereafter of the character heretofore used for such purposes are hereby made available therefor: *Provided*, That the reasonable value of such allowances shall be determined and considered as part of the compensation in fixing the salary rate of such civilians.

70. The proper grade and salary rate for field positions will be fixed on the basis of the duties involved. The reasonable value to the employee of any item or items of allowance furnished in kind, which shall have been determined in accordance with department regulations, must be deducted from the total salary rate for the position and only the remainder paid in cash. The total salary rate, including both the cash and the determined value of the allowance furnished in kind, is to be regarded as the compensation for the position, and the basis on which retirement deductions are to be made. Accordingly, the pay rolls must show the grade and designation of the position, the total salary rate, the "determined" reasonable value of the allowances furnished in kind, and the amount deducted as representing the value of the allowances furnished in kind during the period covered by the pay rolls. (5 Comp. Gen. 957.)

71. Notices of appointment will not show the amount of deduction from the gross salary but will state that deductions for quarters and other allowances, if furnished, will be made in accordance with the approved department regulations. Field officers will make the pay-roll deductions accordingly.

72. Where an employee is on leave without pay and continues to occupy Government-owned quarters or has them reserved for him, the value of such quarters and other allowances must be deducted from any sums due or which may become due the employee. (5 Comp. Gen. 999.)

73. Where the employee of his own volition chooses not to occupy available suitable Government-owned quarters, only the net cash salary shall be paid, but retirement deductions shall be made on the basis of the gross salary. The fact that an employee can not occupy quarters because of the size of his family would not, in itself, justify payment of the gross salary. If there is a single room available, deductions will be made. Gross salary may be paid when Government quarters will not remain vacant by allowing the employee to rent his own. The Comptroller General's decision on which this is based indicates that Government quarters consist of a single room.

ISSUANCE OF APPOINTMENTS

74. When a notice of appointment has been issued by the department it will be forwarded to the head of the bureau. Any necessary notations therefrom for the records will be made and the letter forwarded, together with the blanks attached to be filled out, which in the case of original permanent appointment from the register will be:

Oath of office.
Declaration of appointee.
Personal-history sheet.
Medical certificate (see par. 85).
Request for photograph (when required).
Fingerprint chart.

In the case of temporaries:

Oath of office.
Personal history sheet.

In reinstatements or transfers:

Oath of office.
Personal history sheet when called for.

Entrance on Duty

75. No employee may enter on duty under a secretary's appointment until he is notified that the appointment has been approved by the secretary. When it is desired that the employee enter on duty as soon as possible, request should be made in the recommendation for telegraphic notification of the secretary's approval. This does not apply to emergency employment under field agreement.

76. The forms accompanying the letter of appointment should be filled out promptly. The oath of office, photograph, personal-history sheet, and medical certificate should be sent to the bureau in all cases; the declaration of appointee and fingerprints, if covering a position under the district manager, should be sent direct to him; if covering a position under the Civil Service Commission at Washington, they should be sent to the bureau. Medical certificates for appointees to positions under the district manager will be forwarded to him by the department after receipt and examination.

77. The district manager should be advised of the date of entrance on duty of employees appointed from his registers or under his authority. This information should be furnished when the declaration of appointee for a permanent employee is forwarded to him, and may be noted on that blank; in the case of a temporary appointee he should be advised by letter of the date of entrance on duty. Should an employee fail to report for duty or state unwillingness to accept after his selection, his examination papers, if in possession of the field officer, should be returned to the district manager with a report, by letter, which should refer to the certificate number. The bureau should also be advised in order that the appointment may be canceled.

78. Transfers from one project, agency, or jurisdiction to the same position and salary at another, which is a matter of assignment, do not ordinarily require an oath of office, but the field officer shall report to the superintendent of the agency from which transferred and to the bureau by separate letter the date of entrance on duty. If payment of travel expenses is involved such travel must be authorized in advance by the secretary.

Oath of Office—(Secretary's Appointments)

79. All appointments and changes of grade or position require oaths of office, except field agreements and extensions to temporary appointments by the Secretary. An oath is required when beginning work on an original temporary Secretary's appointment, but no additional oath is necessary when such appointments are extended. Promotions or reductions within the grade do not require oaths.

80. The oath may be taken either before or after entrance on duty, but it may not be taken until notification is received that the appointment has been approved by the Secretary. It must be taken before any salary is paid.

81. The chief clerk of the department, chief clerks of the bureaus in Washington, notaries public, clerks of courts, United States commissioners, justices of the peace, superintendents and acting superintendents of Indian schools and reservations, and persons authorized

by law to administer oaths for general purposes, and possessing seals, may administer the oath of office. Postmasters as such can not.

82. Whenever an oath is required, the date of entrance upon duty must be shown in the space provided at the bottom of the oath, and authenticated by the initials of the officer in charge.

Declaration of Appointee

83. This form should be executed before the oath of office is administered to the proposed appointee. The form is designed to detect impersonation and as an additional precaution against the appointment of more than two members of the same family who will live under the same roof. Be sure that the field officer as well as the employee signs this form.

Medical Certificate

84. The Civil Service Commission requires that a medical certificate be filled out for each probational appointee, where a Federal medical officer is available. If the certificate discloses any disease or defect which would disqualify the appointee for the position, he should not be allowed to enter on duty or should be separated at once if he has already entered on duty. There should be an indorsement on the form letter accompanying it from the officer in charge as to whether in his opinion the appointee appears to be physically qualified to perform the duties of the position. Medical certificates are not required in cases of transfer nor for temporaries.

Under the Civil Service Commission's regulations the following-named defects will debar persons from appointment: Bright's disease; malignant tumor (cancer, etc.); diabetes; epilepsy; any abnormal hardening of the arteries (arteriosclerosis); transmissible disease, including syphilis, gonorrhea, chancroid, and tuberculosis (active or arrested for a period of less than one year); insanity or mental illness sufficiently definite to affect the usefulness of the applicant; seriously defective vision of both eyes, incorrectible by glasses; progressive myopia; progressive or disabling paralysis; uncompensated valvular disease of the heart; loss of both arms, both legs, or arm and leg; hands, arms, feet, legs, or body so injured, crippled, or deformed as seriously to affect usefulness; chronic alcoholism or drug addiction. Persons who have lost limbs or parts of limbs, but who have demonstrated dexterity either with or without the use of artificial substitutes, will be considered where physical ability is of subordinate importance. Physical requirements are omitted by the Civil Service Commission under certain conditions in the case of veterans entitled to preference.

85. The medical examination was directed by Executive orders of May 29 and June 18, 1923, and September 4, 1924, with a view to promoting the health and efficiency of and minimizing accidents among Federal employees. The department's medical officers should be utilized whenever possible, and where this department has none at any place the order of examination by other services should be, first, the Public Health Service; second, all other departments or bureaus except the Army and Navy; third, Army and Navy stations or posts.

FINGERPRINT CHART

86. The Civil Service Commission requires all appointees to the Federal service to be fingerprinted at the time of appointment, except those appointed under Schedule A and temporaries. Appointees will be notified where to report for such fingerprint record, and the procedure will be as outlined in the Civil Service Commission Form 2828. Employees may be assigned to duty immediately upon appointment, but the commission does not give final approval until the chart is furnished, so this should be attended to without delay.

PERSONAL-HISTORY SHEET

87. This personal-history sheet should be filled out at the time of entrance on duty and should be acknowledged before a qualified officer having a seal, and in the Indian Service before superintendents and acting superintendents of Indian schools and reservations. (Postmasters not included.) Special attention is invited to the fact that the *date of birth* must include month, day, and year. This is important, as this record forms the basis of retirement calculation. If any discrepancies in dates of birth are discovered, satisfactory evidence will be called for to establish the correct date. If the officer in charge has any reason to believe that the date reported is not correct he should inform the bureau and steps will be taken to establish the correct age.

PHOTOGRAPH

88. A photograph of every Secretary's permanent appointee is required for filing with the records, and when called for should be submitted as promptly as possible after entrance on duty. It should be unmounted, of a size at least 2½ by 4¼ inches, and a good likeness, and on its face should be noted the year in which it was taken. Such photograph must be furnished at the employee's own expense.

RETIREMENT DEDUCTIONS

89. Deduction of 3½ per cent will be made from the total salary of every permanent employee having a competitive classified civil-service status and from all employees of the Indian Service whose tenure of employment is not intermittent nor of uncertain duration, for transfer to the retirement fund. This is not optional with the employee but mandatory. (See par. 71.) Noneducational employees in the Indian irrigation service and Bureau of Reclamation intermittently and irregularly employed, and educational employees on daily rates similarly employed, are excluded from the operation of the retirement act by Executive order.

FORMS TO BE USED IN EMPLOYMENTS BY FIELD OFFICERS

90. The present practice of making employments by field officers may continue in use for those persons not appointed by the Secretary until such time as a standard form for all services may be prescribed.

91. The field agreement form may be used by the purchasing agent and office manager, Seattle, Wash., for employments in non-supervisory positions made for the boats operating under his jurisdiction from Seattle, and should be forwarded to the Secretary for confirmation. (See par. 15f.)

REPORTS OF CHANGES

92. Field officers will make report on standard Form 4a of all employments and status changes in positions filled from local board registers and under the provisions of Schedule A of civil-service rules, except Indian schools and agencies, and the Alaska service, for which special provisions are made. (See pars. 93, 94, and 96.) The classes of positions will be shown under separate headings, as "Registered positions" and "Schedule A positions." If there are changes, report must be made weekly. In the event no changes have been made during an entire month, then for record purposes there shall be a report to that effect, on Form 4a, at the end of the month to avoid the possibility of reports being overlooked. (See pars. 14b, 15a, 15d, and 98.)

93. Indian schools and agencies will make report weekly on standard Form 4a of all employments and status changes in regular positions not appointed to by the Secretary, such as laborers, attendants, assistants, police, judges, etc. (See pars. 15c and 99.)

94. Employments at Indian schools and agencies of temporary employees on the so-called "irregular" roll, made by field officers under the provisions of Schedule A, subdivision 1, paragraph 12, of the civil-service rules, will be reported monthly by field officers on Form 4a. (See pars. 15c and 98.)

95. In the Geological Survey and General Land Offices where field assistants with surveying parties and for fire patrols are employed by field officers a report will be made yearly by the bureau on Form 4a at the close of the field season.

96. The field officer in charge of the Alaska division of the Indian Service will make report monthly on standard Form 4a of the employments and status changes made by field officers in noneducational positions in the Alaska service, such as orderlies, cooks, janitors, policemen, carpenters, laborers, etc. (See pars. 15f and 99.)

97. In the Alaska Railroad a monthly report will be made by the headquarters office in Alaska, by wire, to the Washington office, not later than the 15th of the following month, showing the number of additions and separations for the preceding month.

98. For reports covered by paragraph 92, Form 4a shall be prepared in quadruplicate (unless any bureau requires more), one to be retained in the field office and three copies forwarded to the district manager (through the local board, where there is one), who after audit will forward two copies to the bureau in Washington, one being for the Civil Service Commission. Reports covered by paragraph 94 will be made in triplicate, one copy to be retained in the field and the original and one duplicate to be forwarded direct to the district manager. The original will be forwarded through the bureau and department to the Civil Service Commission.

99. Indian schools and agencies and the field officer in charge of the Alaska division will forward three copies of Form 4a (pars. 93 and 96) direct to the bureau.

100. The following terms and abbreviations, with meaning as defined, are to be used in column headed, "Nature of action," or nature of action may be written in full, preceding the entry, and this should be done when no abbreviation is exactly appropriate:

(*a*) Appointments and reassignments to duty status:

P. A.—Probational appointment to classified position through examination.
A. Exc.—Appointment to position excepted from examination.
A. Uncl.—Appointment to position of unclassified laborer, whether made under regulations or without examination.
A. Trans.—Appointment by transfer.
Reins.—Appointment by reinstatement.
Reins., Uncl.—Appointment by reinstatement of an unclassified laborer.
R. T. D. furl., R. T. D. l'd off, R. T. D. W. O. P.—Returned to duty from furlough, from being laid off, or from leave without pay.
Tem. A.—Temporary appointment.

(*b*) Changes in status, irrespective of status under Civil Service Rules:

Pro.—Promotion in salary, with or without change in designation.
Ch. desig.—Change in designation without change in salary.
Red.—Reduction in salary, with or without change in designation.

(*c*) Separations (complete or partial):

Res.—Resignation.
Rem. C.—Removal for cause.
Rem. R.—Removal by reduction of force.
Died.
Term.—Termination of temporary appointment.
Furl., l'd off, W. O. P.—Furloughed, laid off, placed on status without pay (use other abbreviations if necessary and explain in footnote); for instance, in connection with W. O. P., receiving compensation because of injury.
Ret.—Retired under the retirement act.
S. Trans.—Separation by transfer.

Reports and Miscellaneous

101. On all probationers, appointed by the secretary, a report will be asked for at the end of the month preceding the expiration of the probationary period, as to their conduct and capacity. Officers should consider the probation as a real trial and no employee should be recommended for retention if not competent. Reports in the field should be made promptly, so that action, if any is necessary, may be taken by the department before the expiration of the probationary period, as an employee retained beyond that time automatically becomes permanent. An employee should not be kept on for the full period of probation if, before the expiration thereof, he has demonstrated his unfitness as a permanent employee.

102. In the Indian Service report should be made to the bureau at the end of 30 days on Indians temporarily filling permanent positions, excepted from examination, as to whether their services have been satisfactory, that steps may be taken looking to their permanent appointment.

103. In the Indian Service efficiency reports will be submitted by field officers every six months, May 1 and November 1, on all employees appointed by the Secretary. In other bureaus no periodical reports will be required for the present, but if the efficiency, capacity, or conduct of any employee falls below a fair standard, the field officer will be expected to advise the bureau. If disciplinary action,

such as suspension from duty and pay for a stated period, reduction in pay or in grade, or both, etc., seems advisable, proper recommendation with all the facts shall be made to the bureau. If only a reprimand is necessary, it shall be administered by the administrative officer in charge, and if in writing, a copy sent to the bureau to be placed in the employee's file.

104. Any change of name, by marriage or otherwise, should be reported to the department on Form 1–612 for change of the records. In positions appointed to by field officers such change will be reported on Form 4a, report of changes.

105. Employees while holding appointment under the Federal civil service can not accept or hold any office under a State or Territorial government or under a municipal corporation unless specifically authorized by law or Executive order. The offices of justices of the peace, notaries public, commissioners to take the acknowledgments of deeds, of bail, or to administer oaths are not deemed within the purview of the above prohibition. It is suggested that field officers secure from the district manager a copy of Form 1236, Civil Service Commission, on political activity.

106. All official mail shall be forwarded through official channels.

Promotion

107. Field officers may submit to the head of the bureau twice a year, in sufficient time to become effective on July 1 and January 1, recommendations for the promotion of employees appointed by the Secretary. Such promotions will be limited to one step within the grade and will be considered in the light of meritorious service, available funds, and other existing conditions. Seasonal employees appointed by the Secretary who are not in the service on January 1 may be recommended at the time of reinstatement for the next higher rate.

108. In the cases of those employed by field officers (see par. 15), other than laborers and skilled tradesmen paid on per diem rates, field officers are authorized, subject to such instructions as the bureau may promulgate, where employment is for a season of several months or the person is reemployed from year to year and promotion is deemed warranted, to grant increases in salary not oftener than twice a year, and only after three months of service from date of appointment or previous promotion. Promotion will be limited to one step, i. e., $60 for salaries up to and including $2,040 per annum (or monthly equivalent) and $100 for $2,100 and above, rates to conform to those shown under the schedule of salaries, paragraph 68. Rates paid per diem laborers and skilled tradesmen will be governed by local conditions. In no case shall the rate for any employee exceed any maximum authorized by the Secretary.

109. Promotions within the grade require no oath of office.

110. Employees are not eligible for promotion during probation unless their names were reached for a higher salary at the time of appointment or would have been reached at any time during the period had their names remained on the register. If such promotion is proposed, authority should be obtained from the district manager for positions under his jurisdiction, including positions filled from local board registers, before submitting the recommendation.

111. Reassignments during probation to higher grade or distinctly different duties from those comprehended under the examinations as a result of which the employee was appointed are not permissible.

112. Promotion of an employee to a distinctly different field of work at any time must have the prior approval of the Civil Service Commission.

Noncompetitive Examinations

113. The civil-service rules provide that where, in its opinion, the conditions of good administration warrant, the Civil Service Commission may give noncompetitive examinations to test fitness for transfer, reinstatement, or promotion, and for appointment to the positions named in Schedule B.

114. An employee who has a civil-service status may, after serving probation, acquire a status for promotion to positions requiring different entrance tests by noncompetitive examination or upon passing an open competitive examination which qualifies him for the position. Should a vacancy occur and it is desired to promote an employee who has not the requisite civil-service status, request may be made to the bureau to arrange for a noncompetitive examination if in an educational position. In professional, scientific, and technical positions this is usually accomplished by filing Form 375 or Form 2600 executed by the individual, showing his experience and qualifications. For teacher an additional Form 2509 is also required; for nurse, Form 2380; for physician, Form 2398; for farmer, Form 2175. If in a noneducational position, it should be taken up with the district manager or the local board, as the case may be. (Request should be accompanied by Form 1800 for mechanical positions.)

115. Notices of open competitive examination will be furnished to the field officers from time to time by the district managers as they are announced, and such notices should be brought to the attention of employees who may be interested.

116. Under Schedule B wives of competitive employees in the Indian Service may be appointed to competitive positions upon noncompetitive examination. When request is made to the department for such examinations, it should be accompanied by Form 2600 filled out by the individual as a preliminary to the examination (for the position of teacher, Forms 2600 and 2509 are required; for nurse, Forms 2600 and 2380). This examination itself gives him no competitive classified status, but if the rating made in the noncompetitive examination is later reached on the Civil Service Commission's registers established through competitive examination the commission will authorize a classified status, and the employee then has all the rights of a competitive classified employee and becomes subject to the applicable civil-service rules and to the retirement act.

117. A supply of Forms 375, 2600, 2509, 2175, 2380, 2398, and 1800 may be obtained from the district manager.

Separations

118. Resignations of Secretary's appointees should be forwarded promptly to the bureau for acceptance by the Secretary. The field officer should make his recommendation read "Effective at the close of ————," and should show whether it is with or without prejudice. A resignation should contain the future address of the employee. The field officer should also state whether it is necessary to fill the vacancy and whether eligibles have been requested.

(Date)

119. Generally accrued leave only will be allowed in case of resignation.

120. If a resignation is withdrawn or modified, the department should be notified of that fact before the date of its taking effect, otherwise an employee is out of the service after the effective date of formal acceptance. Should some unusual emergency arise making it necessary to retain an employee temporarily in the position beyond that date, such employment is governed by the section covering emergency employments, paragraph 52.

121. Temporaries may be dropped from the rolls when their services are no longer required simply by reporting services terminated on Form 1–612. In temporary positions under the district manager such notice should be forwarded through his office for notation.

122. Notice of death should be reported preferably on Form 1–612. Where deductions have been taken from the salary of such employee the department will forward to the field officer the form "Application for refund of accumulated deductions," and also application form for unpaid salary, which should be put into the hands of the proper person engaged in settling the estate for execution and return to the department for certification to the Veterans' Administration.

123. If another department requests the transfer of an employee, such transfer must be approved by this department before it can become effective. Field officers should report, preferably on Form 1–612, the last day of service of employees who transfer. The last day ordinarily will be the day before entrance on duty in the other department, and in no case should there be overlapping payment. A record of his retirement deductions should be immediately reported to this department, if such record is kept in the field, so that the department to which he transfers may be properly advised.

124. When the necessities of the service require it, because of lack of funds, suspension of work, or other reason which makes it impracticable to continue a permanent employee on duty, but it may become desirable to recall him to duty later on, he may be furloughed by the Secretary for any period not to exceed one year. Recommendation should be made to the bureau, indicating the period of furlough. Military preference must be considered in making furloughs. (See par. 131.) Furloughs will not be granted solely for the convenience of the employee. Officials and employees while on furlough shall not engage in work which conflicts with or is inimical to the interest of the Government. To do so will be sufficient cause for the prompt termination of the furlough and separation from the service. Return to duty from furlough should be reported to the bureau promptly. Seasonal employees appointed by field officers, whom it is expected to reemploy the next year, should not be furloughed at the end of the season but should be reported as "laid off"; they may be reemployed within one year without civil-service certificate. (See par. 138.)

125. When the conduct or efficiency of an employee appointed by the Secretary is such that dismissal seems advisable, charges shall be preferred against him in writing by the administrative officer in charge, and a reasonable time (usually three to five days) should be

given the employee in which to reply in writing showing why he should not be removed from the service. When his answer is received, it, together with a copy of the letter preferring charges and any other pertinent data, should be forwarded to the bureau, with recommendation for action.

126. When the gravity of an offense requires such drastic action, an employee may be suspended by the administrative officer in charge from duty and pay, pending his answer to charges and action by the department. Such suspension must, however, be immediately reported to the bureau for confirmation by the Secretary. The power of suspension is incident to the power of appointment and can not be delegated to a subordinate officer; therefore, a suspension is not legal unless made or confirmed by the appointing power. It is suggested as advisable for the field officer in such cases to get confirmation of a suspension by wire. If conditions are such that it may be desirable to restore the employee's salary for the period of suspension if the charges are not sustained, the order or letter of suspension must make provision therefor, as otherwise no subsequent action can operate to restore his salary during that period.

127. The above procedure will apply to competitive classified employees appointed by field officers except that final action may be taken by such officers. In cases of dismissals for cause the reasons shall be made of record.

128. An employee removed for cause may not be reexamined by the Civil Service Commission for one year, and any request for reinstatement will be considered by the Civil Service Commission as to whether it is in the interest of the service.

129. Separation of employees in excepted positions may be effected without resort to charges and the removal rule. If it is desired to separate an excepted employee appointed by the Secretary, for any reason, recommendation should be made to the bureau setting out the reasons. If there is anything detrimental to the employee the bureau should be advised. Excepted and unclassified employees appointed by field officers may be dropped at any time by those officers.

130. When it is possible, because of cessation of work, abolishment of positions, reorganization, or for other reasons, to reduce the number of employees in any office or activity, recommendation should be made to the bureau for the separation of those who can best be spared. Recommendation should be made far enough in advance to permit the department time to transfer the employees if suitable vacancies are available, and to allow the employees sufficient notice to enable them to look for employment elsewhere.

131. The law provides that no employee entitled to military preference shall be separated or reduced in rank if his record is good or if his efficiency rating is equal to that of any employee in competition with him who is retained in the service. This does not mean that an ex-service man can not be separated if there is no work to be done or if he is not qualified to do the work, but he shall have preference for retention.

132. If an employee subject to the retirement act is involuntarily separated without delinquency or misconduct, is 55 years of age or over and has rendered at least 15 years of Government service, he is entitled to a certificate which will entitle him to an annuity when

he becomes of retirement age, or he may elect to take an immediate annuity, which will be proportionately less than that at the age of retirement, effective immediately following his separation; if 45 or over he is entitled to a deferred annuity. (See provisions of the retirement act.)

133. The law requires that employees subject to the retirement act be notified by the department of proposed separation on account of age at least 60 days in advance of becoming of retirement age. Report is required in the cases of those not subject to the act and of those who at retirement age have not rendered 15 years of service as to their physical condition and efficiency and whether for any reason independently of the retirement law separation from the service is required in the interest of good administration. As the dates of birth of those persons not appointed by the Secretary are not on record in the Washington office, field officers are responsible for bringing those cases up at the proper time. In the Indian Service the retirement age for all except clerks is 65. In other services field officers will be guided by information furnished; generally speaking, mechanics and those performing manual duties are retirable at 65, clerical and supervisory at 70; retirement at employee's option two years earlier.

134. If an employee having a competitive classified status and 5 years of annuitable service becomes disabled before he reaches the retirement age, either he or the office may request retirement on account of total disability. His request should be transmitted to the bureau, accompanied by a certificate of the attending physician and a statement from the officer in charge that he believes the employee to be totally disabled for useful and efficient service, if such is the case. Such application after certification by the department will be forwarded to the Veterans' Administration for action. In case of involuntary separation on the ground of physical disability, the field officer should advise the bureau as to the reasons for recommending that the employee be retired. Any employee resigning because of ill health should be advised that no application for disability annuity will be considered by the Veterans' Administration unless filed within six months after separation.

135. When an employee from whose salary retirement deductions have been made is separated from the service for any reason other than retirement, and except where he elects to receive an annuity certificate or an immediate annuity on account of involuntary separation, a blank application for refund will be sent him to execute and return to the department for certification and forwarding to the Veterans' Administration for settlement. If the employee is to be transferred to another department, or expects to enter Government employment at once, he should not make application.

136. The attention of employing officers is called to the fact that deductions for the retirement fund to the credit of any employee may be used as an offset where the Government has a claim against the employee, and should he leave the service owing money to the Government the department should immediately be notified that the refund of deductions may be held up pending adjustment of the Government's claim.

Reinstatements

137. Following is a verbatim copy of the civil-service reinstatement rule:

1. A person separated without delinquency or misconduct from a competitive position or from a position which he entered by transfer or promotion from a competitive position or to accept another appointment in the executive civil service may be reinstated upon certificate of the commission subject to the following limitations:

(*a*) Unless otherwise provided hereinafter a person may be reinstated only to the department or independent Government establishment from which separated and upon requisition made within one year from the date of his separation. In its discretion the commission may after absolute appointment allow reinstatement in any part of the classified service, and it may also authorize waiver of the 1-year limit herein prescribed, under the following time limitations: Two years where service has been two years but less than three years; three years where service has been three years but less than four years; four years where service has been four years but less than five years; and without time limit where service has been five years or more: *Provided*, That the applicant for reinstatement who has been separated more than five years is otherwise eligible as set forth under the conditions of the Executive order of June 2, 1920: *And provided further*, That he can qualify under an appropriate noncompetitive examination.

(*b*) A person honorably released from the active military or naval service of the United States after service in the Civil War, or the war with Spain, or the war with Germany, or his widow or any Army nurse of any of said wars, or the wife of an honorably released totally disabled veteran of any of such wars may be reinstated within five years from the date of separation. When the commission and the appointing officer are in agreement that the public interest requires such action, reinstatement may be made without time limit.

(*c*) A former classified employee retired upon annuity under the act of May 22, 1920 (as amended July 3, 1926) by reason of total disability, who is eligible for reinstatement in his former department or office by reason of recovery and determination of annuity, shall also be eligible for reinstatement to an appropriate position in any part of the service, subject to the conditions and limitations of the civil service rules.

(*d*) No person in any of the foregoing groups may be reinstated to a position requiring an examination different from that required in the position from which he was separated without passing an appropriate examination.

(*e*) An employee involuntarily separated during or at end of probation, without fault on his part, may be reinstated to serve a new probation in any part of the service, in any position for which he has qualified, or can qualify in an appropriate noncompetitive examination, subject to the other provisions of the civil-service rules.

Reinstatement of Indians—Executive order of August 14, 1928.

Indians separated without delinquency or misconduct from competitive positions may be reinstated in the Indian field service without time limit when the commission and the department are in agreement that such reinstatement would be in the interest of the service.

Indians in the Indian field service who have qualified through second-grade clerical examinations and have demonstrated their ability to perform first-grade duties satisfactorily may, upon certification of the department that they are efficient, be given an unrestricted first-grade clerical status. Such Indians formerly employed may, upon certification by the department that they have demonstrated ability to satisfactorily perform first-grade clerical duties, be reinstated to first-grade clerical positions.

138. Each reinstatement of an employee to a position in the competitive classified service must be made upon certificate of the Civil Service Commission at Washington, D. C., but those who services ceased by furlough or layoff without prejudice, may be reemployed within one year without such certificate.

139. Wives of competitive classified employees in the Indian Service who had previous service with a noncompetitive status under Schedule B of civil-service rules may be reemployed without time limit in the same kind of position. Should such employees acquire a competitive classified status at any time, upon separation they are subject to the provisions of the reinstatement rule as applied to other classified employees, and retain their classified status only for the period allowable under the reinstatement rule.

140. Every request for reinstatement of a classified employee should be accompanied by a medical certificate of examination (Form 1600) indicating his fitness for reinstatement; such examination to be by a physician in the Government service or, if that is impracticable, by a non-Government doctor of medicine in good standing. Fingerprint chart is also required.

141. If the last Government service of a person recommended for reinstatement was in another department the branch of the service should be stated as it is necessary to get a report from that department before reinstatement.

142. If there has been a refund of retirement deductions the reinstated employee can not receive any benefits of the retirement act until he has redeposited with interest the amount of such deductions. This does not relieve him from deductions being taken from his salary, but no benefits may be had until he has made the redeposit. When he is ready to redeposit application for service credit (Form 3R32) should be filled out and sent to the department for certification and forwarding to the Administrator of Veterans' Affairs, who will advise him of the necessary amount to deposit. Payments may be arranged in convenient installments.

143. No former Government employee retired on account of age may be reemployed in any capacity.

Civil-Service Manuals

144. It is suggested that field officers secure the following forms from the district manager if they do not already have them on file:

The Civil Service Act and Rules.

Form 131, Information for Boards of Examiners and Nominating Officers.

Form 2061, Instructions to Boards of Examiners.

Form 2368, Retirement Act, with Notes.

Form 2828, Procedure for Fingerprinting Appointees to positions in the Federal Civil Service.

Ray Lyman Wilbur,
Secretary of the Interior.

Approved:

Thomas E. Campbell,
President, Civil Service Commission.

1—325

(To be prepared in quadruplicate)

TEMPORARY EMPLOYMENT FOR EMERGENCY WORK IN THE FIELD DEPARTMENT OF THE INTERIOR

_____
(Bureau and field unit)

_____
(Place and date)

_____
(Name of employee)

You are hereby employed as _____ (Designation) in the _____ (Bureau) and assigned to work in the _____ (Division, project, office, etc., and location), effective _____ (Date of entrance on duty)

Your compensation will be at the rate of $_____ per _____, less $_____ per _____, for _____ (Allowances, such as quarters, fuel, light, subsistence, etc.)

Date of birth _____ (Year, month, day)

Race _____

Legal residence _____ (State)

From register _____ (Yes or no)

Previous Government service _____ (Department or office)

Probable length of service _____

If pending permanent filling of position so state _____

Vice _____ (Name of previous incumbent), whose services were terminated on _____ (Last day of service)

If Indian Service, position No. _____

Very respectfully,

_____
(Signature)

_____
(Title of officer)

I accept the above employment and assignment under the conditions named.

_____ (Place and date)

_____ (Full name of employee)

(One copy to be retained in the office, one given to the employee, and two forwarded to the bureau, the original through the district manager if for a position under his jurisdiction.)

1—612

(All status changes should be requested and justified on this form)

DEPARTMENT OF THE INTERIOR

MEMORANDUM FOR THE SECRETARY:

In re proposed {temporary / permanent / excepted} appointment, transfer, reinstatement, promotion, extension, separation, request for eligibles, change in designation, etc. (Cross out those not applicable.)

of _____ (First name, initial, surname) of _____ (Legal residence)

as _____ (Designation)

at _____ per {hour w. a. e. / diem w. a. e. / month / annum} for _____ (Probable length of service)

to (if promotion) _____ at _____ per {month / annum / hour w. a. e. / diem w. a. e.}

to be employed in _____ Division of the _____

and effective _____ vice _____

Justification: [1]

Previous Government service:

_____

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[1] Give full information, including necessity for employment, qualifications of appointee, and duties to be performed.

○

MSH #24507

END OF
TITLE